

Official Record Copy
Office of Personnel

OPPPM MEMORANDUM
NO. 20-50-6
21 October 1980

OFFICE OF PERSONNEL POLICY, PLANNING, AND MANAGEMENT MEMORANDUM

SUBJECT: Disability Retirement - Supporting Documentation
of Employee's Duties

STATINTL REFERENCE: HR

RESCISSION: OPM 20-50-5, dated 20 February 1976

1. Reference requires the supervisor responsible for preparing the Performance Appraisal Report for an employee being processed for disability retirement under CIARDS to submit a statement describing the apparent nature of the applicant's disability and explaining the manner in which it affects his/her official duties. In addition to this statement, a description of the duties expected of the individual is now required for the use of the Board of Medical Examiners, Office of Medical Services. A copy of the Position Description and, if applicable and the component has no objection, a copy of the individual's Advance Work Plan will satisfy this requirement and should accompany the application. As this material will remain in the Office of Medical Services it may be classified as to content.

2. Although the supervisor is responsible for preparing the statement, the Component Personnel Officer is responsible for ensuring that the statement, the Position Description and the Advance Work Plan are submitted to the Retirement Affairs Division on a timely basis. To alert the Personnel Officer of the need for these items by the Board of Medical Examiners, a member of the Retirement Operations Branch, Retirement Affairs Division will advise the responsible Personnel Officer when a member of the component applies for disability retirement.

3. In Civil Service disability cases, the supervisor describes the applicant's duties as item 5 on Form 2801-A, Superior Officer's Statement. Since this statement is forwarded to the Office of Personnel Management, it should be unclassified.

STATINTL

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OPPPM 12-80